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ABSTRACT

These certification standards are based upon the Wisconsin Statutes and Administrative Code governing teacher preparation and certification. The requirements are state minimums, which colleges and universities may choose to exceed in preparing candidates to be recommended for licensure. Certification standards are subject to change. (MM)

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Wisconsin Certification Standards 1977

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Wisconsin Department of Public Instruction
Barbara Thompson, Ph.D., State Superintendent

SP 011 045

Correspondence concerning certification should be directed to the Certification Office, Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702. One may also telephone 608-266-1027 for certification information.

**WISCONSIN CERTIFICATION
STANDARDS
1977**

*Wisconsin Department of Public Instruction
Barbara Thompson, Ph.D./State Superintendent*

Bulletin No. 7251

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FOREWORD

This 1977 edition of Certification Standards is based upon the Wisconsin Statutes and Administrative Code governing teacher preparation and certification. The requirements shown are state minimums which colleges and universities may choose to exceed in preparing candidates to be recommended by them for licensure. Care has been exercised to express the standards in a form most useful to prospective teachers, school administrators, board of education members, and personnel in institutions of higher education.

Certification standards are constantly subject to change and important changes are continually considered as Wisconsin seeks to maintain high quality instruction and meet current educational demands. Your advice, suggestions, and questions about certification matters are welcome.

Barbara Thompson, Ph.D.
State Superintendent

I. GENERAL INFORMATION

A. Certification Endorsement *Wis. Adm. Code sec. PI 3.03*

Certification is granted on the basis of the completion of a college/university approved program of teacher education and upon the receipt of a recommendation to teach from the certifying officer at the preparing institution. AN APPLICANT MUST HAVE SATISFIED ALL REQUIREMENTS OF THE PREPARING INSTITUTION IN ORDER TO QUALIFY FOR CERTIFICATION TO TEACH IN WISCONSIN.

Wisconsin places an endorsement upon all licenses so that the employing boards of education and administrators as well as the licensee may know the teaching duties each license holder may legally undertake.

B. Licensing Laws

Wisconsin Statute s. 115.28 (7) "The state superintendent shall:

(a) License or certify all teachers for the public schools of the state, make rules and prescribe standards of attainment for the examination, licensing and certification of teachers within the limits prescribed in s. 118.19(2) and (3) and 118.195, file in his office all papers relating to state teachers' licenses and certificates and register each such license or certificate.

(b) Subject to the same rules and laws concerning qualifications of applicants and granting and revocation of licenses or certificates under par. (a), the state superintendent shall grant certificates and licenses to teachers in private schools, except that teaching experience requirements for such certificates and licenses may be fulfilled by teaching experience in either public or private schools. An applicant is not eligible for a license or certificate unless the state superintendent finds that the private school in which the applicant taught offered an adequate educational program during the period of the applicant's teaching therein. Private schools are not obligated to employ only licensed or certified teachers."

(c) License, certify and make rules and prescribe standards of attainment for the examination, licensing and certification of persons, including teachers, employed by special education programs as defined in s. 115.76(10).

(d) Annually, establish fees for the certification or licensure of school and public library personnel sufficient to fund certification and licensing administrative costs.

Wisconsin Statute s. 118.19(1) "Any person seeking to teach in a public school or in a school or institution operated by a county or the state shall first procure a certificate or license from the state superintendent."

C. Approved Programs *Wis. Adm. Code sec. PI 3.03*

Wisconsin, like most other states, grants licenses to persons who are recommended by the proper college authorities and who have completed a program approved by the state superintendent of public instruction. The state superintendent shall

conduct an on-site review at all institutions that prepare professional school personnel at least once each fifth year for the purpose of approving programs leading to the licensure of such school personnel.

Approved programs must meet the minimum requirements set by the state superintendent but they may go beyond these minimums as determined by each teacher preparation institution and as approved by the state superintendent.

A graduate of an in-state Approved Program is certified by having the INSTITUTIONAL VERIFICATION section of the credential application endorsed by the designated certifying officer at the preparing institution. No transcript review is necessary because the Department staff already know what courses and educational experiences are required for program completion.

An out-of-state graduate must also obtain the preparing institution's endorsement to verify that the graduate has completed a certification sequence and not just amassed credits at several schools. In addition, the graduate's transcript is reviewed by certification supervisors to ensure that minimum standards have been met.

Under the Approved Program concept, the preparing institution, not the Department, establishes equivalencies for credits earned as well as equivalencies for experience that may serve in lieu of academic credits. Accordingly, anyone wishing to obtain initial certification or to have another teaching area added to an existing credential must have a preparation evaluation by a college or university having an Approved Program in the desired field or fields. An advisor in the education department prescribes course work necessary to complete an Approved Program.

The Wisconsin colleges and universities having Approved Programs for the preparation of teachers are listed below:

University of Wisconsin-Eau Claire
University of Wisconsin-La Crosse
University of Wisconsin-Oshkosh
University of Wisconsin-Platteville
University of Wisconsin-River Falls
University of Wisconsin-Stevens Point
University of Wisconsin-Stout
University of Wisconsin-Superior
University of Wisconsin-Whitewater
University of Wisconsin-Green Bay
University of Wisconsin-Madison
University of Wisconsin-Milwaukee
University of Wisconsin-Parkside
Alverno College
Beloit College
Cardinal Stritch College
Carroll College
Carthage College
Edgewood College
Lakeland College
Lawrence University
Marian College
Marquette University
Milton College

Mount Mary College
 Mount Senario College
 Northland College
 Ripon College
 Saint Norbert College
 Silver Lake College
 Viterbo College

D. Accreditation

Because Wisconsin Department of Public Instruction personnel cannot make site visitations to review programs of out-of-state institutions whose graduates apply for certification here, accreditation status, both regional and national, must be relied upon as an indicator of the institution's quality.

Graduates of institutions which hold neither state nor national accreditation status are issued 1-year licenses if their preparations meet Wisconsin standards in all other respects. To renew for a regular 3-year license, the applicant, when reapplying, must:

submit evidence of full admission (not probationary or conditional) to an accredited graduate school

or

submit transcripts verifying the completion of 6 graduate credits in education or the appropriate teaching field(s) at an accredited institution

E. Application Procedure

1. *Obtain a CREDENTIAL APPLICATION* (Form PI-1602). These forms are available at Wisconsin teacher training institutions, at central offices in local school districts, and at the Department of Public Instruction.
2. *Initial certifications:* If one is applying for the first time in Wisconsin or if one is adding a new teaching field, the APPLICATION must be endorsed by the institution at which the preparation was completed.
 - a) *In-state graduates:* Send the following materials, in one envelope, to the preparing institution which can endorse one for a license:
 - (1) the completed APPLICATION.
 - (2) a \$20 check or money order payable to the Wisconsin Department of Public Instruction (THIS FEE IS NOT REFUNDABLE).
 - b) *Out-of-state graduates:* Send the following materials, in one envelope, to the preparing institution which can endorse one for certification:
 - (1) the completed APPLICATION.
 - (2) a \$20 check or money order payable to the Wisconsin Department of Public Instruction (THIS FEE IS NOT REFUNDABLE).
 - (3) a request for transcripts from the recommending institution.
 - (4) any transcripts from institutions other than the recommending school which indicate course work necessary for certification.

The college or university endorsing the application will forward all the material directly to the Certification Office at the State Department of Public Instruction.

3. *Renewals:* If one is renewing licensure in fields for which one has already been recommended, another endorsement from one's preparing institution is unnecessary. Wherever possible, renewal applications should be sent to the Certification Office before school closes in spring. Applications for life certification or driver education certification must be submitted after April 15. Applicants for unlimited certification must have their experience verified by appropriate signatures in the blank provided on the APPLICATION.

F. Foreign Exchange Teachers

Foreign exchange teacher programs are encouraged. The Department of Public Instruction will cooperate with local school districts in implementing such programs. A school administrator planning to involve the school district in an exchange teacher program is to contact the Certification Officer of the Department of Public Instruction for information.

G. Foreign-Prepared Teachers

Teachers prepared outside the United States may be eligible for certification to teach in Wisconsin. The vast differences among nations in training and certification requirements make it necessary that transcripts of credits, patterns of training programs, and teaching experience be evaluated to determine whether or not foreign preparations are equivalent to those completed at accredited teacher training institutions in this country.

To establish eligibility for a Wisconsin credential, the applicant prepared outside the United States should submit to the Certification Office, along with the CREDENTIAL APPLICATION and \$20 fee, the following items:

1. an official statement, from an accredited teacher training institution here in the United States, that the preparation is equivalent to the institution's bachelor's degree.
2. a transcript or other official description of course work showing college level preparation which applies to the credential being requested.
3. any copies of teaching licenses held in other countries as well as recommendations and/or evaluations pertaining to teaching performance.

H. Interstate Certification Project Wis. Stat. sec. 115.46

Certification under the Interstate Certification Project Agreement among the states listed below is available by meeting either of the following conditions:

1. completing a State Department Approved Program of teacher education in any of the participating states, since January 1, 1964

or

2. holding a regular teaching certificate based on a baccalaureate or higher degree from any of the participating states and having completed a total of at least 3 years of successful regular teaching experience within the past 7 years, including at least 2 years under the certificate in question.

Persons wishing certification within the Interstate Certification Project Agreement may file application with the state department of public instruction in the state in which certification is desired.

For certification to teach in Wisconsin, a candidate should file a credential application with the: **Certification Office, Department of Public Instruction, 126 Langdon Street, Madison, Wisconsin 53702.**

3. Currently, the following states are participating:

California	New Jersey
Connecticut	New York
Delaware	North Carolina
Florida	Ohio
Hawaii	Oklahoma
Idaho	Pennsylvania
Indiana	Rhode Island
Kentucky	South Dakota
Maine	Utah
Maryland	Vermont
Massachusetts	Virginia
Nebraska	Washington
New Hampshire	West Virginia
	Wisconsin

I. Middle School

Certification standards have not yet been established for middle school personnel, but the Certification Office is currently operating under the policy which enables teachers certified at either the elementary (grades 4, 5, 6, 7 or 8) or secondary school level to be assigned to a middle school. Although no additional licensure can be required for fully certified elementary or secondary school teachers serving in a middle school at this time, certain conditions must be met.

First, any teacher certified to teach in grades 4, 5, 6, 7, or 8 may teach in a middle school.

Also, a person certified to teach at the secondary school level is permitted to teach in grades 4 through 8 in a departmentalized elementary or middle school. However, teachers may teach only those subjects for which they are fully certified on their secondary credentials. The Department of Public Instruction recommends that teachers prepared for secondary school teaching complete the following two courses: (1) teaching methods for the subject(s) to be taught at the elementary school level and (2) reading methods.

J. Junior High School

Secondary licenses limited to junior high grades (7-9) may be issued to persons who are recommended by the preparing institutions as having completed junior high school teacher education programs.

Persons certified to teach the upper elementary grades may teach at the 7th and 8th grade levels in the junior high school and in a certified area of specialization

in grade 9. Persons prepared for the secondary level are permitted to teach their certified fields in grades 7-9.

K. Refresher Work Requirement *Wis. Adm. Code sec. PI.03 (13)*

Six semester credits of refresher work must be completed before a regular license can be granted any applicant who has neither taught full time nor earned at least 6 semester credits within 5 years prior to application. This course work is to include methods and academic courses in one's intended teaching field(s). Extensive substitute teaching done during the period of nonregular teaching employment can sometimes satisfy the refresher work requirement in part or totally. Extensive substitute teaching is considered to be 90 days or more in one school year, in the certified subject area, while holding regular or substitute certification. If courses need to be completed, they may be taken at any accredited teacher training institution, on campus, by extension, or correspondence.

L. Revocation of Credentials *Wis. Stats. sec. 118.19 (5)*

Any license or certificate to teach issued by the Department may be revoked by the state superintendent for incompetency or immoral conduct on the part of the holder, after written notice of the charges and an opportunity for a defense.

The state superintendent may revoke licenses of or deny licenses to persons whose teaching licenses have been revoked by some other state department of public instruction for inefficiency or immorality.

The state superintendent will not review the case of a person whose license has been revoked in another state for inefficiency or immorality until such person has been officially reinstated in the state where the revocation took place.

M. Teacher Aides *Wis. Adm. Code sec. PI 3.03 (11)*

Teacher aides, or para-professionals, are persons with varied amounts of education and professional training who take an active part in assisting teachers to discharge their professional duties in a more efficient, economical, and effective manner. The amount of instructional or semi-instructional responsibility assigned an aide needs to be clearly defined by the employer and will depend on the individual aide's capabilities and training.

Teacher aides are not intended to replace regular teachers but are assigned routine duties to free the certified teacher to work with individual pupils and lesson preparation. Aides do not reduce, remove, or transfer the authority or responsibility of the certified teacher.

Excepting those aides who work with handicapped children, there is no requirement that teacher aides be certified. For more information concerning handicapped children's aides, see page 12.

II. TYPES OF CREDENTIALS

A. Temporary Certification *Wis. Adm. Code sec. PI 3.01, PI 3.02*

Temporary certification is issued only when the district administrator or designated employing

official is unable, after a diligent search, to fill a position with a fully certified person. An applicant whose preparation does not meet the standards for the position to be assigned may be issued one of two types of emergency credentials. For the candidate who is eligible to hold Wisconsin licensure but who is being considered for assignment outside the certified field(s), the 1-year special license may be granted. For the candidate who has not completed an Approved Program leading to certification, the 1-year permit may be issued.

A request for either the special license or the permit must be made on Form PI-C-15 (Request for Temporary Certification) after July 1 of the year for which temporary certification is necessary. The properly completed and signed PI-C-15 form must be accompanied by a CREDENTIAL APPLICATION (PI-C-1602), a \$20 processing fee, and up-to-date transcripts. If all the materials reach the Certification Office in one envelope, the Temporary Credential Board can immediately review the merits of the petition, decide whether or not the temporary credential is to be issued, and notify the administrator of the decision.

For further information about temporary licenses, please contact the Certification Office.

B. Licenses *Wis. Adm. Code sec. PI 3.03*

A license is a 1, 2 or 3-year instrument which indicates that the holder is fully qualified to teach the subjects or at the grade levels endorsed on the license. **LICENSES ARE GIVEN TO PERSONS WHO ARE RECOMMENDED BY THE PROPER COLLEGE AUTHORITIES AND WHO HAVE COMPLETED A PROGRAM APPROVED BY THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION.**

C. Unlimited (Life) Certificate *Wis. Adm. Code sec. PI 3.04 (3) (a) (b) (c)*

1. Secondary Teachers

Secondary teachers must hold a bachelor's degree and must have met the pattern of preparation approved by the state superintendent. Life certificates may be granted only in the major subject or subjects of preparation and such other subjects that have been taught successfully in Wisconsin junior or senior high schools for at least 3 years and which were endorsed on a regular Wisconsin license during that period of time. At least one of the 3 years shall have been within the 3-year period prior to the application for the life certificate. Proof of success shall be furnished as requested by the state superintendent.

2. Elementary Teachers

Elementary teachers must have met the pattern of preparation approved by the state superintendent and must be properly recommended graduates of a degree course or its equivalent in elementary education from a college or university accredited to offer a degree in the preparation of elementary teachers. Each applicant for a life certificate in elementary teaching must have held a regular license or licenses to teach in Wisconsin elementary schools and must have taught successfully under such license or licenses for

at least 3 years in Wisconsin elementary schools. At least one of the 3 years shall have been within the 3-year period immediately prior to the application for the life certificate. Proof of success shall be furnished as requested by the state superintendent.

NOTE: The unlimited or life certificate issued under date of July 1, 1962, or thereafter, for all types of certification will be valid so long as the holder remains active in the school teaching profession. The credential shall become invalid if for 5 or more consecutive years the holder is not actively employed in a position in education requiring the holding of a valid license. A person substituting for one-half of a school year shall be considered actively employed for that year. Such nullified credential may be renewed under regulations in force at the time of the application for renewal. NOTE: Applications for unlimited (life) certification should NOT be submitted to the Certification Office until after midway in the 6th semester of teaching in the state of Wisconsin.

D. Substitute Certification *Wis. Adm. Code sec. PI 3.03 (14)*

Term certificates allowing persons to serve as substitute teachers in the schools may be issued to applicants who have held a regular Wisconsin credential which has expired or the equivalent credential issued in another state.

III. GENERAL REQUIREMENTS FOR CERTIFICATION

Certification is granted on the basis of the completion of a college/university Approved Program of teacher education and the Department of Public Instruction's receipt of a recommendation to teach from the certifying officer at the preparing institution. An applicant must have satisfied all requirements of the preparing institution as well as those listed below in order to qualify for certification to teach in Wisconsin.

A. Early Childhood Education (N-K) (080-100) *Wis. Adm. Code sec. PI 3.03 (2) (3)*

Baccalaureate degree-holding applicants shall have completed an early childhood or elementary education program approved by the state superintendent. The program must include a professional education sequence of at least 26 semester credits to include:

1. child growth and development
2. psychology of learning
3. teaching of reading
4. methods/curriculum in early childhood education
5. 5 semester credits of student teaching, some of which must be at the nursery school level, the remainder must be at the kindergarten level

B. Elementary Grades (118) *Wis. Adm. Code sec. PI 3.03 (2) (4)*

Degree-holding elementary teachers shall have graduated from an elementary education course

approved by the state superintendent. The program must include a professional education sequence consisting of a minimum of 26 semester credits and including:

1. methods
2. psychology of learning/child development
3. teaching of reading
4. 5 semester credits of student teaching

C. Extension to 9th Grade *Wis. Adm. Code sec. PI 3.03 (4)*

A degree-holding upper elementary teacher may be licensed at the 9th grade level in the areas of concentration when it is so recommended by the proper college authorities.

D. Secondary Certification *Wis. Adm. Code sec. PI 3.03 (5)*

300 English	615 Conservation*
310 Journalism	629 General Science*
320 Speech	625 Physics*
(Academic)	627 Astronomy*
325 Drama	630 Physiology*
350 Latin	635 Earth Science*
355 French	636 Geology*
360 Italian	637 Physical Science*
365 Spanish	702 Anthropology
370 German	705 Civics**
380 Polish	710 Economics**
385 Russian	715 Geography**
395 English (As a	720 International
Second Language)	Studies
400 Mathematics	725 History**
405 Computer Science	730 Philosophy
455 Safety Education	735 Political Science**
535 Recreation	740 Psychology
536 Dance	745 Sociology**
540 Coaching Athletics	750 Social Problems**
605 Biology*	755 Religious Studies
610 Chemistry*	910 Health

For the 3- year license in any of the areas listed above, the applicant must have completed within the Approved Program:

1. a 34 semester credit major or a 22 semester credit minor in the field(s) to be taught. Majors and minors must be recognized as such by accredited teacher training institutions.
2. a professional education sequence consisting of a minimum of 18 semester credits including:
 - a. methods (some in the major subject)
 - b. psychology of learning or educational psychology
 - c. teaching of reading (beginning July 1, 1977)
 - d. 5 semester credits of student teaching
3. a recommendation for teaching by the preparing institution.
4. the legislative requirements as indicated by the asterisk:

*conservation of natural resources only

**both consumers' cooperatives/cooperative marketing and conservation of natural resources

(See following for further information about the legislative requirements.)

E. Secondary Broad Field Social Studies (701)*
Wis. Adm. Code sec. PI 3.03 (5) 8. (c)

An Approved Broad Field Social Studies Program must include:

1. the secondary General Requirements (see above).
2. 54 semester credits to include:
 - a) a 34 semester credit concentration in one of the following subject areas:

anthropology	political science
economics	psychology
geography	sociology
history	

 and a minimum of 20 semester credits distributed over at least 2 of the other social studies subjects listed above; or
 - b) a 22 semester credit concentration in one of the social studies subjects listed above and a minimum of 32 semester credits distributed over at least 3 of the other social studies subjects listed above.
 - c) conservation of natural resources and consumers' cooperatives/cooperative marketing (see following).

*Certification in broad field social studies, effective 1972-1973, will permit teaching in only the concentration and the fusion courses, not in all social studies subjects as in the past. (The fusion courses are those drawn from several of the social studies disciplines and, therefore, require a composite preparation in social studies. Fusion courses include civics, social problems, American problems, area studies, vital issues, etc.)

F. Secondary Broad Field Science (600) *Wis. Adm. Code sec. PI 3.03 (5) 8. (b)*

An approved Broad Field Science Program must include:

1. the secondary General Requirements (see above).
2. a 54 semester credit major in sciences including:
 - a) A 22 semester credit minor in biology, chemistry, physics, or earth science.
 - b) 8 semester credits in each of the following except in the minor subject:

biology—8
chemistry—8
physics—8
earth/space science—8
 - c) 8 semester credits in science electives.
3. 6 semester credits of mathematics.
4. conservation of natural resources (see below).

G. Conservation and Cooperatives *Wis. Stats. 118.19 (6)*

Teachers in the areas listed below are required to complete adequate instruction in the conservation of natural resources:

social studies
history
economics
sociology

geography
political science
science
fusion courses such as civics, social
problems, American problems, area stud-
ies, etc.

All teachers of agriculture and areas of teaching listed above, *except science*, must also complete instruction in consumers' cooperatives/cooperative marketing.

If the out-of-state applicant has met all the academic and professional requirements at the time of initial application, a 1-year license can be issued even though conservation and cooperatives have not been completed. Within 1 year, however, both legislative requirements must be satisfied. In the event that course titles on transcripts do not reflect that the legislative requirements have been met or in case the requirements have been satisfied through the completion of 2 or more courses which contained appropriate work, the applicant should have a statement sent directly from the preparing institution(s) containing the following information:

verification of the completion of the conservation and/or cooperative requirement

and

course titles and descriptions in which the instruction was given.

If an evaluation of this information confirms that the requirements have been met, the applicant can be issued a regular 3-year license.

H. Driver Education (450) *Wis. Adm. Code sec. PI 3.10 (2)*

As of July 1, 1969, a teacher must be certified driver and safety education teacher to teach driver and/or safety education courses.

In order to receive a license to teach driver education, a person must hold a Wisconsin teaching license and must have earned at least 6 semester hours of approved credit in the field of driver and safety education in an accredited teacher education college. At least 3 semester hours of such credit shall be in driver education which shall include a minimum of 10 class periods of experience in teaching practice driving. Applicants for the driver education license must have a minimum of 3 years driving experience while holding a driver's license from any state, hold a current Wisconsin driver's license, and have an acceptable driving record.

As of July 1, 1969, a teacher must have successfully completed a basic driver education course, an advanced driver education course, and a general safety education course consisting of at least a total of 9 semester credits. Six or more of these semester credits must consist of basic and advanced driver education course work and the balance, 3 semester credits, must be in general safety education course work.

As of July 1, 1976, all driver and traffic safety education teachers must have at least 15 semester hours of approved credit in driver and traffic

safety education for initial or renewal of licensure. Nine semester credits shall include a basic driver education course, an advanced driver education course, and a general safety education course. Six semester credits shall include specific courses in driver and traffic safety education that place emphasis upon critical factors that influence driver behavior in the driving task including course work that will develop teacher competencies in alcohol education and behavioral factors (sociological and psychological) as related to traffic safety.

A 3-year provisional certificate shall be issued upon completion of certification requirements. At the end of 3 years of successful driver education teaching, a 5-year certificate may be issued. No life certificate is issued for driver education.

I. School Librarian (900) *Wis. Adm. Code sec. PI 3.10 (1)*

Candidates must hold a valid Wisconsin teaching license, or be eligible for such license, or, in the case of degree-holding candidates, must successfully complete an Approved Program of 18 semester credits of professional education including field experience in school library service.

1. Minimum credits for certification (covering both elementary and secondary schools) will be 22 semester credits in library science and related fields, including all of the following:
 - a) Administration of the school library/instructional materials center
 - b) Selection and use of audio-visual materials
 - c) Selection and use of printed materials
 - d) Adolescent literature
 - e) Children's literature
 - f) Cataloging and classifying
 - g) Reference sources for schools

Exceptions: Certification as an elementary school librarian requires a course in children's literature, but not in adolescent literature.

Certification as a secondary school librarian requires a course in adolescent literature, but not children's literature.

2. Additional courses may be selected from:
 - a) Principles of elementary and secondary curriculum development
 - b) Developmental reading
 - c) Remedial reading
 - d) Audio-visual materials and instruction
 - e) Student teaching in school librarianship
3. The school librarian license is valid for 3 years.
4. **School Librarian - unlimited (life) certificate** *Wis. Adm. Code sec. PI 3.10 (1) (b)*

Issued to applicants meeting requirements for school librarian who have completed 3 years of successful experience as a Wisconsin school librarian, and who have completed a master's degree in library science or instructional materials. Thirty-two semester credits in library science and related subjects may be substituted for the master's degree, if a minimum of 10 semester credits in such subjects as library science, audio-visual materials and

instruction, instructional materials, and social foundations of librarianship is obtained after the granting of the bachelor's degree.

J. School Library Supervisor* Wis. Adm. Code sec. PI 3.10 (1) (c)

For the 3-year license, the applicant must have completed:

1. a master's degree in library science or related area.
2. 5 years' successful experience as a school librarian.
3. courses beyond the master's degree in:
 - a) principles of school administration
 - b) supervision (or personnel management)
 - c) school librarianship and/or information science

**NOTE: This certification is not required.*

K. Audio-Visual Building Coordinator (905) Wis. Adm. Code sec. PI 3.20 (10)

This classification applies to those who provide the services of an audio-visual director within a single building such as an elementary, junior high, or senior high school.

For the 3-year license, the applicant must have completed and/or possess:

1. a current Wisconsin teaching license based on a degree.
2. the basic audio-visual methods course.
3. 1 additional course in audio-visual instruction (minimum of 2 semester credits).

NOTE: Persons designated as audio-visual building coordinators must be so certified.

L. Audio-Visual Director (904) Wis. Adm. Code sec. PI 3.20 (9)

Persons designated as audio-visual directors must be so certified.

This classification applies to those who direct, administer, and/or provide advisory, production, and distribution services which implement teaching-learning situations with media in an organized fashion within an entire school system. Media include technological aids such as films, recorded materials, radio, television, and other modern communications devices and materials such as pictures, graphics, and 3-dimensional materials.

For the 3-year license, the applicant must have completed and/or possess:

1. eligibility to hold a Wisconsin teaching license based on a degree.
2. 3 years of school teaching.
3. 15 semester credits from a) and b) below:
 - a) at least 2 semester credits in curriculum at the level (elementary or secondary) at which the applicant is not certified as a teacher.
 - b) 12 semester credits selected from:
 - (1) *methods (basic audio-visual course)
 - (2) *production of audio-visual materials
 - (3) *administration of audio-visual programs

**Required*

- (4) educational television
- (5) programmed learning
- (6) motion picture production
- (7) radio
- (8) photography
- (9) other related electives

NOTE: A 3-year provisional certificate may be issued to an individual not meeting the course requirements if the individual has served as an audio-visual director for a period of 3 years prior to July 1, 1967, with one-fourth or more released time devoted to such duties. The provisional certificate may be renewed by completing 2 courses listed above within each 3 year period. Persons designated as audio-visual directors must be so certified.

M. Reading Teacher (316) Wis. Adm. Code sec. PI 3.03 (9)

Any person who has a discrete assignment to teach reading must hold certification as a reading teacher.

For the 3-year license as a reading teacher, the applicant must have completed and/or possess the following:

1. a Wisconsin teacher's license based upon a bachelor's degree.
2. 2 years of teaching experience.
3. a minimum of 15 semester credits, 9 of which must be taken beyond the bachelor's degree and 6 of which may be taken within the bachelor's degree:
 - a) *Teaching of reading-elementary for certification K-8 and/or teaching of reading-secondary for certification 7-12.
 - b) *Reading disability
 - c) *Reading clinic practicum
 - d) Electives are to be chosen from:
 - language arts
 - language and learning disabilities
 - measurement and/or evaluation
 - literature for children and/or adolescents
 - child and/or adolescent psychology
 - advanced courses and seminars in reading

For the 2-year nonrenewable licensure, the applicant must have completed and/or possess:

1. a Wisconsin teacher's license based upon a bachelor's degree.
2. a minimum of 7 semester credits towards fulfillment of full reading teacher certification requirements.
3. a recommendation of a school district personnel officer or a higher-education faculty member engaged in the training of reading personnel.

NOTE: Beginning on July 1, 1972, certification of the reading teacher who has a specific assignment to teach reading shall be mandatory.

**Required*

N. Reading Specialist (317) *Wis. Adm. Code sec. PI 3.03 (10)*

The reading specialist certification shall be held by those working with reading teachers, classroom teachers, and others as a resource teacher to improve competency and interest in the teaching of reading and to prevent reading disabilities.

For the 3-year reading specialist certification, the applicant must have completed and/or possess the following:

1. all requirements for the unlimited certification as a reading teacher.
2. the master's degree with a major emphasis in reading or a 30 semester credit graduate program equivalent to the master's degree.
3. in addition to the requirements for certification of the reading teacher, course work should be selected from:
 - a) *Measurement and/or evaluation
 - b) *Supervision and administration of reading programs
 - c) *Advanced reading courses and seminars
 - d) Learning and human development
 - e) Language and learning disabilities and techniques
 - f) Curriculum, history of education, or philosophy of education
 - g) Exceptional children
 - h) Guidance and counseling
 - i) Internship with a qualified reading specialist or consultant
 - j) Educational and psychological research
4. 2 years of teaching reading or supervisory experience involved with the teaching of reading.

For the 2-year nonrenewable licensure, the applicant must have completed and/or possess the following:

1. all requirements for the 3-year certification as a reading teacher.
2. at least 15 semester credits of the graduate course work listed above.
3. the recommendation of a school district personnel officer or a higher-education faculty member engaged in the training of reading personnel.

NOTE: Beginning on July 1, 1972, certification of the reading specialist is mandatory.

IV. SPECIAL REQUIREMENTS FOR INITIAL CERTIFICATION

A. Reading *Wis. Adm. Code sec. PI 3.03 (2) (a) (b)*

Beginning July 1, 1975, to be certified to teach in Wisconsin, all prospective elementary and middle school teachers must satisfactorily complete at least 1 discrete course in the teaching of reading. The course shall include information about the nature of the reading process and how to teach

reading at the classroom level and shall focus upon the objectives, approaches, instructional materials, and practices and evaluation procedures involved in the teaching of reading in the elementary grades.

Beginning July 1, 1977, to be certified in Wisconsin, all prospective secondary teachers must satisfactorily complete at least 1 discrete course in the teaching of reading. The course for secondary teachers shall be concerned with providing continued reading instruction for all students enrolled in secondary schools.

B. Waiver of Student Teaching *Wis. Adm. Code sec. PI 3.03 (12)*

A 2-year license may be granted to a person who presents evidence of full accreditation excepting practice teaching providing evidence is presented proving eligibility for acceptance into practice teaching in the college of preparation and proof of 5 or more years of successful teaching experience at the level of preparation. A 3-year renewal license may then be issued upon proof of 2 years of successful teaching experience. Eligibility for a life certificate for such people is established at the end of 5 years of successful teaching experience in Wisconsin holding the 2 and 3-year licenses.

C. Conversion Programs *Wis. Adm. Code sec. PI 3.10 (5) (6)*

1. Conversion to Elementary Teaching. Conversion to teaching in grades 4 through 8 by qualified high school teachers requires either the completion of the plan for such conversion as established by a college of the applicant's choice or the completion of the following courses:

	Semester Credits
Child growth and development.....	3
Elementary curriculum.....	3
Teaching of reading techniques.....	3
Teaching of arithmetic techniques.....	2
Teaching of language arts techniques...	2
Practice teaching on elementary level...	4
Art.....	2
Music.....	2
Mathematics (2 semester credits arithmetic).....	2
Social science (3 semester credits in American history, 3 semester credits in general geography which may include conservation)	6
Conservation.....	2
Science.....	6

Subjects and fields covered previously in college need not be repeated. Conversion to kindergarten and primary teaching by high school teachers is not encouraged and will require more extensive preparation.

2. Conversion to Secondary Teaching. Conversion to secondary teaching by qualified elementary teachers requires either the successful completion of the following courses or a plan set up by the college of the applicant's choice.

	Semester Credits
Adolescent psychology	3
Methods in Major field or subject ...	2 or 3
Establishment of 1 major and 1 minor or 2 majors (Practice teaching at the secondary level is recommended)	
Subjects and fields covered previously in college need not be repeated.	

V. SPECIAL FIELDS Wis. Adm. Code sec. PI
3.03 (6), PI 3.04 (3) (d)

Agriculture (200)
Home Economics (210)
Industrial Arts (220)
Business Education (250)
Music (500)
Physical Education (530)
Art (550)

Certification in the Special Fields is granted on the basis of the completion of a college/university Approved Program of teacher education and upon the State Department of Public Instruction's receipt of a recommendation to teach from the certifying officer at the preparing institution. An applicant *must have satisfied all requirements of the preparing institution* as well as those listed below in order to qualify for certification to teach in Wisconsin.

- A. Three-year licenses will be granted to recommended degree-holding graduates of accredited degree-granting colleges or universities for those special subjects for which they are fully prepared in accordance with the prescribed regulations. The special subject fields are industrial arts, home economics, business education, agriculture, music, art, and physical education.
 1. A major in a special subject shall consist of a minimum of 34 semester credits.
 2. A minor in a special subject shall consist of a minimum of 22 semester credits exclusive of methods.
 3. The professional sequence shall include the areas of educational psychology, child growth and development, curriculum, methods, teaching of reading, and student teaching. Preparation for certification to teach in the Special Fields at both the elementary and secondary levels must include student teaching at both the elementary and secondary levels.
- B. To obtain a life certificate in a special field, a teacher must hold a degree from an accredited college or university and must have obtained an acceptable teaching major or teaching master's degree in that special field. The applicant must have taught successfully in the special field while holding a regular Wisconsin license or licenses for at least 3 years. Such teaching must have been done in Wisconsin schools. A teacher issued a license to teach in a special field on the basis of an

acceptable teaching minor must have obtained an acceptable teaching major or teaching master's degree in that special field **WITHIN 3 YEARS OF THE DATE OF GRADUATION** for further certification in that field. This requirement is effective for all who receive initial licenses on the basis of a teaching minor after June 30, 1974.

NOTE: Life certificates may be issued to holders of minors in elementary school music teaching.

VI. PERSONNEL FOR HANDICAPPED CHILDREN Wis. Adm. Code sec.

PI 3.20 (7)

- A. Certification as a teacher of the handicapped is granted on the basis of the completion of a college/university Approved Program of teacher education and upon the Department of Public Instruction's receipt of a recommendation to teach from the certifying officer at the preparing institution. An applicant *must have satisfied all requirements of the preparing institution* as well as those listed below in order to qualify for certification to teach in Wisconsin.
- B. General Professional Training. Wis. Adm. Code sec. PI 3.20 (7) (b) (c)
 1. a bachelor's degree from an accredited college or university.
 2. an 18 semester credit professional education sequence, including:
 - *child or adolescent development
 - *group tests and measurements
 - *practice teaching with normal children
 - *curriculum planning
 - methods of instruction
 - history of education
 - personality adjustment
 - educational sociology
 - fundamentals of speech
 - audio-visual education
 - recreation
 - guidance
 - kindergarten-primary methods
 - educational psychology
 3. 6 semester credits, including:
 - *psychology or nature of exceptional children
 - abnormal or clinical psychology
 - individual mental testing (survey)
 - guidance of exceptional children
 - administration and supervision of special education
 - speech correction
 - health problems of the exceptional child
 - home and community planning
 - psychological appraisal of the physically handicapped
 - teaching of physical education for the handicapped child

Areas of Specialization

Deaf (805) Wis. Adm. Code sec. PI 3.20 (7) (d) 1.

*Required

For the 3 year license, the applicant must have completed:

1. the General Professional Training requirements for teachers of handicapped children.
2. 18 semester credits, including:
 - *practice teaching and observation (deaf)
 - *techniques of teaching school subjects (deaf)
 - *speech and speech reading for the deaf
 - *language problems and development
 - anatomy of hearing and speech organs
 - advanced problems of speech for the deaf
 - auditory training
 - audiology (audiometry and hearing aids)
 - arts and crafts

Mentally Retarded (810) Wis. Adm. Code sec. PI 3.20 (7) (d) 2.

For the 3- year license, the applicant must have completed:

1. the General Professional Training requirements for teachers of handicapped children.
2. 12 semester credits, including:
 - *introduction to mental retardation
 - *methods of teaching the mentally handicapped
 - *practice teaching of the mentally handicapped
 - remedial reading
 - curriculum for the mentally handicapped
 - occupational information and guidance for the mentally handicapped
 - recreation for the mentally handicapped
 - arts and crafts
 - music education for the retarded
 - educational problems of the cerebral palsied

NOTE: Teachers fully qualified to teach mentally retarded children in grades 1-8 or 4-8 may have their licenses extended to cover grades 9 and 10 by completing a course in adolescent psychology and a reasonable pattern of course work in the subjects to be taught. Reasonableness of the course work patterns will be determined by the district administrator and the state superintendent.

Learning Disabilities (811) Wis. Adm. Code sec. PI 3.20 (7) (d) 7.

1. An applicant must have satisfied all requirements in the approved teacher preparation training program at the preparing institution, as well as those listed below in order to qualify for certification to teach in Wisconsin.
 - a) A bachelor's degree from an accredited college or university.
 - b) General Professional Training - an 18 semester hour professional education sequence, including:
 - *child or adolescent development
 - *group tests and measurements
 - *practice teaching with normal children
 - *curriculum planning
 - methods of instruction
 - history of education
 - personality adjustment
 - educational sociology
 - fundamentals of speech

***Required**

audio-visual education
recreation
guidance
kindergarten - primary methods
educational psychology

- c) General Area of Exceptional Children - 6 semester credits required:
 - *psychology or nature of exceptional children
 - individual mental testing
 - guidance of exceptional children
 - administration and supervision of special education
 - health problems of the exceptional child
 - home and community planning for exceptional children
 - teaching of physical education for the handicapped child
- d) Area of Specialization—811 Special Learning Disabilities - *15 semester credits, including:
 - introduction to special learning disabilities
 - education of the child with learning disabilities
 - practice teaching of the learning disabled
 - language development for the exceptional child
 - special educational diagnosis and evaluation-learning disabilities

Orthopedic (815) Wis. Adm. Code sec. PI 3.20 (7) (d) 3.

For the 3-year license, the applicant must have completed:

1. the General Professional Training requirements for teachers of handicapped children.
2. 12 semester credits, including:
 - *methods of teaching crippled children
 - *practice teaching of crippled children
 - kinesiology, or physical reconstruction
 - remedial reading
 - survey of pathology of crippling conditions
 - techniques of teaching the mentally handicapped
 - survey of speech correction techniques

Speech and Language Disabilities (820) Wis. Adm. Code sec. PI 3.20 (7) (d) 4.

For the 3-year license as a speech and hearing clinician, the applicant must have completed and/or possess the following:

1. A master's degree in communicative disorders (speech pathology, audiology, and language disorders) with undergraduate training including 60 semester credit hours (at least 24 in courses taken for graduate credit) selected from the suggested content areas which follow:
2. 18 semester credits in professional education consisting of:
 - a) 9 semester credit hours in basic and related areas selected from such content areas as:
 - *child/adolescent development
 - *learning theory

***Required**

statistics
 child/adolescent psychology
 interprofessional relationships
 personality adjustment
 educational psychology
 developmental/remedial reading
 clinical psychology
 physiological psychology

- b) Six semester credit hours in practicum to be interpreted to include a requirement of at least 300 clock hours of supervised student practicum; of this, at least 200 clock hours must be earned in working with pre-school and school age children; of this, at least 100 clock hours must be earned in a school setting under the supervision of a certificated speech and hearing clinician. A minimum of 150 of the total clock hours earned must be at the graduate level.

Such practicum should include experience with a wide range of speech and language pathologies as well as auditory testing and hearing rehabilitation.

- c) 3 semester credit hours in methods and procedures in school speech and hearing programs.*
- d) 6 semester credits in supportive content areas selected from:
 *psychology, nature, and/or guidance of exceptional children
 abnormal or clinical psychology
 psychological appraisal of the physically handicapped
 psychological testing
 counseling/guidance
 learning disabilities
- e) 36 credits as follows:

- (1) 12 semester credit hours in fundamental information applicable to the normal development and use of oral communication and hearing selected from such content areas:

*anatomy and physiology of speech and hearing
 *phonetics
 *development of speech, language, and hearing
 speech and hearing science
 linguistics
 theory of hearing
 acoustics
 psychology of speech and hearing
 communication theory
 social/cultural aspects of oral communication
 language theory

- (2) 15 semester credit hours in diagnostic and evaluative techniques and in clinical procedures and management beyond survey courses, including content from the following areas:
 impairments of fluency
 impairments of voice
 impairments of articulation
 language disorders

neuromuscular impairments of speech
 orofacial disorders

- (3) 9 semester credit hours in diagnostic and evaluative techniques and in auditory rehabilitation, including content from the following areas:

auditory disorders
 speech and language for the hearing impaired
 hearing conservation

- f) Effective date. These standards are effective July 1, 1975. Persons holding a valid certificate prior to July 1, 1975 may continue such certification under standards in force prior to July 1, 1975. Initial certification under the standards in this section is for 3 years.

Vision (825) Wis. Adm. Code sec. PI 3.20 (7) (d) 5.

For the 3-year license, the applicant must have completed:

1. the General Professional Training requirements for teachers of handicapped children.
2. 12 semester credits, including:
 *techniques of teaching school subjects to the visually handicapped
 abnormal or clinical psychology
 *Braille reading and writing
 *practice teaching of visually handicapped children
 arts and crafts
 introductory speech correction
 speech for the visually handicapped
 anatomy of the eye

Emotionally Disturbed (830) Wis. Adm. Code sec. PI 3.20 (7) (d) 6.

For the 3-year license, the applicant must have completed:

1. the General Professional Training requirements for teachers of handicapped children.
2. 15 semester credits, including:
 *remediation of learning difficulties
 *methods of teaching the emotionally disturbed and/or the socially maladjusted
 *practice teaching of disturbed children
 reading disability clinic
 internship of disturbed children
 nature and needs of emotionally disturbed children
 practicum in behavior problems
 emotional and personality development in the elementary school
 child psychiatry
 abnormal psychology
 introduction to mental retardation
 agencies serving emotionally disturbed and/or socially maladjusted children
 arts and crafts
 survey of occupational therapy techniques
 juvenile delinquency
 diagnosis and treatment of pupil adjustment difficulties
 clinical studies in guidance

*Required

*Required

B. Handicapped Children's Aide (883) Wis. Adm. Code sec. PI 3.03 (11) (a)

A handicapped children's aide license may be issued to a person serving as a teacher's aide or para-professional assigned to a special education program or service supported by the handicapped children's services division. Role and function will be determined by the professional educator whom the handicapped children's aide assists and may encompass clerical, housekeeping, supervisory or instructional assistance depending upon the competency, background and training of the specific teacher aide or para-professional.

For the 3-year license, the applicant must be at least 20 years of age and have completed one of the following:

1. 3 years of college course work, or
2. 3 years' experience supervising structured youth activities or
3. a combination of 1 and 2 equivalent to 3 years
No unlimited (life) credential is issued in this area.

C. School Occupational Therapist (812) Wis. Adm. Code sec. PI 3.20 (13)

A registered occupational therapist may serve in a school situation if certified by the proper certifying agency.

Certification as a school occupational therapist is available but will not be required.

The school occupational therapist must hold proper certification as an occupational therapist and must have 18 semester credits of professional education or its equivalent as approved by the state superintendent.

D. School Physical Therapist (817) Wis. Adm. Code sec. PI 3.20 (12)

A registered physical therapist may serve in a school situation if certified by the proper certifying agency.

Certification as a school physical therapist is available, but will not be required.

The school physical therapist must hold proper certification as a physical therapist and must have 18 semester credits in professional education or its equivalent as approved by the state superintendent.

VII. PUPIL SERVICE PERSONNEL

Certification is granted on the basis of the completion of a college/university Approved Program and the Department of Public Instruction's receipt of a recommendation from the certifying officer at the preparing institution. An applicant *must have satisfied all requirements of the preparing institution* as well as those listed below in order to qualify for certification in Wisconsin.

Counselor certification is required of all who spend one-fourth of the school day or more as counselors.

A. Provisional School Counselor (965) Wis. Adm. Code sec. PI 3.20 (11) (a)

For the 5-year nonrenewable certificate, the applicant must have completed and/or possess:

1. a bachelor's degree.
2. eligibility for a current Wisconsin teaching license.
3. 2 years' successful teaching experience. The state superintendent may approve experimental programs based upon completion of a master's degree in guidance and counseling and including completion of a full-time 1-year elementary or secondary school counseling internship. At the discretion of the state superintendent, teacher certification and the 2-year teaching experience requirement may be waived in the approval of such experimental programs.
4. 18 semester hours of graduate credit in education and guidance covering all competency areas, as follows:
 - a) Understanding of the psycho-social foundations of individual and group behavior, including the structure of personality, human development, and the teaching-learning process.
 - b) Understanding of the philosophy, purpose and structure of the total school enterprise, with special reference to the goals and services involved in guidance, pupil personnel, and curricular programs.
 - c) Ability to develop staff relationships which will implement guidance services effectively.
 - d) Understanding of and ability to engage in individual counseling processes and relationships. Must include practicum experience.
 - e) Understanding of and ability to engage in small group processes and relationships.
 - f) Knowledge of individual career development and of the social, education, and vocational milieu, and the ability to use this knowledge effectively in the school guidance program.

NOTE: Undergraduate credit may be used to satisfy not more than 2 competency requirements, but shall not decrease the minimum graduate requirement.

B. Professional School Counselor (964) Wis. Adm. Code sec. PI 3.20 (11) (b)

For the 5-year renewable certificate, the applicant must have completed and/or possess:

1. eligibility for the Provisional School Counselor certificate.
2. 2 years of successful experience as a school counselor in an assigned position of at least half-time.
3. 1 year of accumulated work experience since high school graduation in fields other than education.

4. a master's degree in counseling and guidance

or

30 semester hours of graduate credit appropriate to professional school counseling and guidance.

5. All competency requirements listed for provisional school counselor certification and all of the following shall be included in the master's degree program or the 30 semester hour substitute:

- a) ability to organize and administer guidance services effectively.
- b) knowledge of other pupil personnel and community resources.
- c) ability to analyze and synthesize data pertinent to both individual and group behavior.
- d) ability to interpret relevant pupil personnel research to perform action research to improve practices.

C. Professional School Counselor - Life Certificate (964) *Wis. Adm. Code sec. PI 3.20 (11) (c)*

For the unlimited (life) certificate, the applicant must have completed and/or possess:

1. the Professional School Counselor certificate.
2. have completed an additional 18 semester hours of graduate credit beyond the course work requirements for the professional level licensure. Credits should be arranged in a logical program of specialization in counseling and guidance. The program must have prior approval of the state superintendent or be completed in a university having a Department of Public Instruction approved program leading to professional school counselor life certification.

D. School Psychologist (56) (57) (58)

Provisional (56) *Wis. Adm. Code sec. PI 3.20 (3)*

1. 18 semester credits of professional education or its equivalent (undergraduate or graduate).
2. 30 to 36 semester hours of graduate credit in professional education and psychology.
3. A minimum of 24 semester credits, including individual intelligence testing and supervised clinical practicum, from the starred required courses (see following list).
4. This is a 3-year non-renewable license.

Psychologist I (57) *Wis. Adm. Code sec. PI 3.20 (4)*

1. 18 semester credits of professional education or its equivalent from Areas C and D (see list below); a minimum of 6 semester hours must be graduate credit from the starred required courses.
2. 42 to 48 graduate semester credits of professional education and psychology, a master's degree, and the recommendation of competence by an approved educational institution; the starred required courses must be completed, including six credits of supervised clinical practicum (see following list).

3. For life licensure, 3 years of successful full-time work or its equivalent as a licensed school psychologist in Wisconsin schools are needed, as well as evidence of satisfactory public relations with other school personnel, community agencies, parents, and students as represented by the recommendation of responsible professional workers.

Psychologist II (58) *Wis. Adm. Code sec. PI 3.20 (5)*

1. Ph.D., Ed.D, or its equivalent (60 graduate semester credits) *plus* appropriate experience or a 1-year internship as a school psychologist under supervision. Appropriate experience is the equivalent of a year of experience as a school psychologist under the direct supervision and consultation of an experienced senior level school psychologist.
2. Recommendation of competency by an approved training institution for individuals lacking prior experience as a licensed school psychologist with the schools.
3. Completion of all required course work in Areas A, B, C, D, and E, including 6 semester credits of supervised clinical practicum; education credits must total a minimum of 18 semester credits.
4. For life licensure, 3 years of successful full-time work or its equivalent as a licensed school psychologist in Wisconsin schools are needed, as well as evidence of satisfactory public relations with other school personnel, community agencies, parents, and students.

NOTE: Courses taken for the bachelor's degree need not be repeated, but these credits will not reduce the number of graduate credits required.

Course Requirements

Area A - Psychological Foundations (12 semester credits required)

- *Child or Adolescent Psychology
- *Psychology of Learning
- *Educational Statistics
- *Psychopathology (Abnormal) Research Methods

Area B - Psychological Methods and Training (15 semester credits required)

- *Group Intelligence and Achievement Testing
- *Individual Intelligence Testing
- *Supervised Clinical Practicum (6 credits - Levels I and II)
- *Assessment of Personality (Projective and Non-Projective)
 - Personality Theory
 - Individual Child Therapy
 - Case Study Techniques
 - Interviewing and Counseling Techniques

Area C - Educational Foundations (6 semester credits required)

- History of Education
- Philosophy of Education
- Educational Sociology

**Required*

Comparative Education
Social Issues in Education

Area D - School Organization and Programs (9 semester credits required)

- *Diagnosis and Remediation of Learning Differences
- *Educational Programming for Exceptional Children
- *Curriculum Educational Courses

Area E - Electives

E. School Social Worker (50) Wis. Adm. Code sec. PI 3.20 (1)

A school social worker certificate may be issued to an individual who meets the requirements stipulated in paragraphs 1 and 2 below:

1. A master's degree in social work and completion of an approved program in school social work. Graduates should have competencies in the following areas: human growth and development, group dynamics, family management, organizational theory, program planning and coordination, systems analysis, research, various treatment modalities, (e.g., behavior modification, transactional analysis, reality therapy, etc.) and special populations (e.g., handicapped, aged, delinquent youth, poverty groups, etc.).
2. 18 semester credits of professional education or its equivalent:
 - a) Completion of at least 6 semester credits in professional education.
 - b) Two years of social work experience dealing with children and youth is required. One year of this experience must be completed in elementary or secondary schools or in an agency whose major responsibility is to serve children and youth and whose program is recognized by an institution with an approved program in school social work. In meeting the 18 semester credit education requirement, a maximum of 8 semester credits can be accepted at the rate of 4 semester credits for each year of social work experience completed as described in the preceding statement.

NOTE: Graduate and undergraduate credits obtained in social work, psychology, or sociology which the university school of education will accept as equivalent to professional education credits will be accepted toward completion of the 18 semester credit education requirement.

F. School Nurse (75) Wis. Adm. Code sec. PI 3.20 (2)

1. Degree requirements
 - a) The candidate for school nurse certification will meet the requirements for the baccalaureate degree in nursing required by Wisconsin Statutes, chapter 441, and Wisconsin Administrative Code, section

N2.04 and will hold a current certification to practice as a registered professional nurse in Wisconsin.

2. Professional education requirements include 18 semester credits as follows:

- a) School nursing practicum including 6 semester credits of experience in a school setting.
- b) Human growth and development throughout the life span (3 semester credits).
- c) 9 elective semester credits distributed among at least 3 of the following areas:

- (1) Sociology
 - (a) Social Psychology
 - (b) Child Welfare
 - (c) Sociology of Education
- (2) Philosophy
 - (a) Philosophy of Education
 - (b) Philosophical Issues In Education
 - (c) Philosophical Conceptions of Teaching and Learning
 - (d) Philosophy of Health Education
- (3) Psychology
 - (a) Human Abilities and Learning
 - (b) Educational Psychology
 - (c) Psychology of Learning
 - (d) Psychology of the Exceptional Child
 - (e) Learning Processes in Children
- (4) Special Education
 - (a) Health Problems of the Exceptional Child
 - (b) Psychological Appraisal of the Physically Handicapped
 - (c) Speech Correction
 - (d) Guidance of Exceptional Children
- (5) Other Electives
 - (a) Individualizing Instruction
 - (b) General Curriculum
 - (c) Problems and Materials in Health Education
 - (d) Principles of Health Education
 - (e) Guidance and Counseling

3. Academic Specialization

- a) An emphasis on pediatrics in ambulatory and community settings within the academic program is recommended.

4. Other certification provisions:

- a) Candidates for school nursing certification who are graduates of schools of nursing and who have the preparation outlined in 1, 2, and 3 above, as provided in an approved program, may be issued a 3-year license.
 - (1) 3 years of experience in school nursing within the past 5 years (in lieu of practicum), and
 - (2) At least 12 semester credits in professional education from 2b and c or their equivalents, or
 - (3) At least 6 semester credits in professional education from 2b and c above
- b) Nurses presently employed by or for school boards may be issued a 3-year license if they have completed:

*Required

or their equivalents, and hold public health nursing certification.

- c) Nurses presently employed by or for school boards may be issued a 3-year certificate if they have completed:
 - (1) Three years of experience in school nursing within the past 5 years (in lieu of practicum). Upon completion of an additional 6 semester credits from the list above or their equivalents, a 5 year renewable certificate may be issued to practicing school nurses. If a baccalaureate degree is completed, a life certificate will be granted.
- d) The life certificate as a school nurse may be issued after 3 years of successful full-time work, or its equivalent, as a certified school nurse in a Wisconsin school to:
 - (1) Graduates of approved school nursing programs.
 - (2) Currently employed school nurses meeting criteria 1. and 2. who have completed work for a baccalaureate degree.
- e) No nurse graduating from a 3-year diploma school of nursing after June 30, 1975 shall be eligible for certification as a school nurse without additional preparation outlined in 1. and 2. or its equivalent.

VIII. ADMINISTRATORS AND PRINCIPALS

- A. **District Administrator (05)** Wis. Adm. Code sec. PI 3.10 (4)
Assistant District Administrator (06) Wis. Adm. Code sec. PI 3.10 (4)

For the 3-year license, the applicant must be at least 24 years of age and have completed and/or possess:

- 1. United States citizenship.
- 2. eligibility to hold a Wisconsin license to teach.
- 3. 3 years of successful teaching experience.
- 4. a master's degree.
- 5. graduate course(s) in each of the following:
 - *school administration (general)
 - *supervision (general)
 - *school business administration
 - *curriculum (general)
- 6. graduate courses in 3 of:
 - problems, issues, and trends in education
 - educational measurement
 - psychology
 - guidance
 - school finance
 - school law
- 7. graduate courses in secondary supervision and curriculum, if licensed to teach at the elementary level.
- 8. graduate courses in elementary supervision and curriculum, if licensed to teach at the secondary level.

NOTES: An assistant superintendent must

meet superintendent requirements within 2 years of appointment to such position.

Two years' time may be taken to meet requirements in 7 and 8 above after qualifying for the district administrator's license.

For the unlimited credential, the applicant must:

- 1. produce evidence of 3 years' successful experience while holding valid certification for the position for which the unlimited credential is to be issued.
- 2. have completed a minimum of 2 courses of at least 2 graduate credits each at the post master's level in subjects related to school administration, supervision or curriculum. These courses may not include course work necessary for initial certification.

- B. **Senior High School Principal (25)** Wis. Adm. Code sec. PI 3.10 (4)
Assistant Senior High School Principal (26) Wis. Adm. Code sec. PI 3.10 (4)

For the 3-year license, the applicant must be at least 24 years of age and have completed and/or possess:

- 1. United States citizenship.
- 2. eligibility to hold a Wisconsin license to teach in secondary schools.
- 3. 3 years of successful teaching in secondary schools.
- 4. a master's degree.
- 5. graduate course(s) in each of the following:
 - *school administration
 - *secondary school supervision
- 6. graduate courses in 3 of:
 - secondary school curriculum (general)
 - problems, issues, and trends in education
 - educational measurement
 - adolescent psychology
 - guidance
 - school finance
 - school law

NOTE: An assistant principal must meet principal requirements within 2 years of appointment to such position.

- C. **Junior High School Principal (30)** Wis. Adm. Code sec. PI 3.10 (4)
Assistant Junior High School Principal (31) Wis. Adm. Code sec. PI 3.10 (4)

For the 3-year license, the applicant must be at least 24 years of age and have completed and/or possess:

- 1. United States citizenship.
- 2. eligibility to hold a Wisconsin license to teach in upper elementary grades or in secondary schools.
- 3. 3 years of successful teaching.
- 4. a master's degree.
- 5. graduate course(s) in each of the following:
 - *school administration (general)
 - *school supervision (general)
- 6. graduate courses in 3 of:
 - curriculum (general)
 - problems, issues, and trends in elementary and secondary education

•Required

•Required

educational measurement
adolescent psychology
guidance

NOTE: An assistant principal must meet principal requirements within 2 years of appointment to such position.

D. Elementary School Principal (11 or more teachers) (35) Wis. Adm. Code sec. PI 3.10 (4)

Assistant Elementary School Principal (36) Wis. Adm. Code sec. PI 3.10 (4)

For the 3 year license, the applicant must be at least 24 years of age and have completed and/or possess:

1. United States citizenship.
2. eligibility to hold a general license to teach in Wisconsin elementary schools.
3. 3 years of successful elementary school teaching experience, one of which may have been as a principal.
4. a master's degree.
5. 16 semester credits of graduate work in:
 - *school administration (general)
 - *school supervision (general)
 - elementary curriculum (general)
 - problems, issues, and trends in elementary education
 - child psychology
 - educational measurement
 - guidance

NOTE: An assistant principal must meet principal requirements within 2 years of appointment to such position.

E. Elementary School Principal (in schools with 6-10 teachers). (40) Wis. Adm. Code sec. PI 3.10 (4)

For the 3- year license, the applicant must be at least 24 years of age and have completed and/or possess:

1. United States citizenship.
2. eligibility to hold a general license to teach in Wisconsin elementary schools.
3. a bachelor's degree.
4. a graduate course in school administration (general).
5. 2 years of successful elementary school teaching.

To obtain the unlimited credential for the elementary and/or secondary principal, the applicant must hold a master's degree and:

1. produce evidence of 3 years' successful experience while holding valid certification for the position for which the unlimited credential is to be issued.
2. have completed a minimum of 2 courses of at least 2 graduate credits each, at the post master's level in subjects related to school administration, supervision or curriculum. These courses may not include course work necessary for initial certification.

F. Administrative Assistant (90) Wis. Adm. Code sec. PI 3.20 (14)

This classification shall apply to central office

*Required

personnel positions not described elsewhere in the certification standards and which positions do not normally involve direct contact with pupils.

To obtain a license as an administrative assistant a person must hold a bachelor's or master's degree with a major appropriate to the professional responsibilities for which employed. The period of licensure shall be 3 years with renewal contingent upon continued employment and proper degree preparation.

IX. NEW STANDARDS FOR CERTIFICATION OF SCHOOL ADMINISTRATORS - EFFECTIVE JULY 1, 1980

Wis. Adm. Code sec. PI 3.10 (4) -Revised (Register, June, 1976, No. 246)

A. General Requirements

Initial non-renewable district administrator and assistant district administrator licensure requires completion of an approved specialist's degree program in school administration or its equivalent. Initial non-renewable licensure for all other administrators requires completion of an approved master's degree program in school administration or its equivalent. Approved Programs shall include a practicum and shall be competency-based; competencies that candidates shall possess before program completion and before institutional recommendation for certification shall include but not be limited to the following:

1. Knowledge of the social context in which the school operates including the organizational, political, and legal relationships between and among the school, the local community, and state and national agencies.
2. Ability for planning, budgeting, organizing, coordinating, stimulating, and evaluating school programs.
3. Vision and commitment to improving education including expertise in curriculum development and implementation which reveals a thorough understanding of children and youth.
4. Ability to motivate people to work together.
5. Knowledge and skill in utilizing both human and material resources and in evaluating and improving one's own performance and that of staff.
6. Skill in utilizing effectively, techniques of decision-making, communication, authority and influence, conflict resolution, leadership, problem-solving, and the introduction of change.

B. Elementary School Administrator Wis. Adm. Code sec. PI 3.10 (4) -revised

1. For the initial 3-year license, the applicant must meet the following criteria:
 - a) Eligibility to hold a Wisconsin license to teach in the elementary grades.
 - b) 3 years of successful teaching experience at the elementary school, middle school and/or junior high school levels.

- c) A master's degree.
 - d) Successful completion of an approved master's degree program for the preparation of elementary school administrators or its equivalent and the endorsement of the educational institution which offers the approved program.
2. For the first 5-year license, the applicant must have completed 3 years of successful experience as an elementary school, middle school and/or junior high school administrator or assistant administrator.
 3. For each subsequent 5-year license, the applicant must have completed a planned program of professional development (6 semester credits or the equivalent) approved by the state superintendent.

NOTE: This licensure permits the holder to serve as a principal or an assistant principal in an elementary school, a middle school, or a junior high school.

C. Secondary School Administrator Wis. Adm. Code sec. PI 3.10 (4) -revised

1. For the initial 3-year license, the applicant must meet the following criteria:
 - a) Eligibility to hold a Wisconsin license to teach in the secondary schools.
 - b) 3 years of successful teaching experience at the middle school, junior high school, and/or the senior high school levels.
 - c) A master's degree.
 - d) Successful completion of an approved master's degree program for the preparation of secondary administrators or its equivalent and the endorsement of the educational institution which offers the approved program.
2. For the first 5-year license, the applicant must have completed 3 years of successful experience as a middle school, junior high school, and/or senior high school administrator or assistant administrator.
3. For each subsequent 5-year license, the applicant must have completed a planned program of professional development (6 semester credits or the equivalent) approved by the state superintendent.

NOTE: This licensure permits the holder to serve as a principal, or an assistant principal in a middle school, a junior high school, or a senior high school.

D. District Administrator Wis. Adm. Code sec. PI 3.10-Revised

1. For the initial 3-year license, the applicant must meet the following criteria:
 - a) Eligibility to hold a Wisconsin license as an elementary or secondary school administrator.
 - b) A specialist's degree or the equivalent.
 - c) Successful completion of an approved specialist's degree program for the preparation of district administrators or its equivalent and the endorsement of the educational institution which offers the approved program.

2. For the first 5-year license, the applicant must have completed 3-years of successful experience as a district administrator or assistant district administrator.
3. For each subsequent 5-year license, the applicant must have completed a planned program of professional development (6 semester credits or the equivalent) approved by the state superintendent.

NOTE: This licensure permits the holder to serve as a district administrator or an assistant district administrator as well as to serve as an elementary school administrator and secondary school administrator.

PERSONS HOLDING LIFE LICENSURE EFFECTIVE PRIOR TO JULY 1, 1980 ARE NOT AFFECTED BY THESE NEW STANDARDS. PERSONS HOLDING 3-YEAR LICENSURE EXPIRING IN 1980 AND THEREAFTER ARE ELIGIBLE FOR LICENSURE UNDER STANDARDS FOR RENEWAL.

X. SUPERVISORS, DIRECTORS, COORDINATORS, AND BUSINESS MANAGERS

K-12 Supervisor, K-12 Curriculum Coordinator, K-12 Director of Instruction (10) Wis. Adm. Code sec. PI 3.10 (3) (a) 1.2.3.

Elementary Supervisor, Elementary Curriculum Coordinator, Elementary Director of Instruction (15) Wis. Adm. Code sec. PI 3.10 (3) (a) 1.2.3.

Secondary Supervisor, Secondary Curriculum Coordinator, Secondary Director of Instruction (20) Wis. Adm. Code sec. PI 3.10 (3) (a) 1.2.3.

For the 3-year license, the applicant must be at least 24 years of age and must have completed and/or possess:

1. United States citizenship.
2. eligibility to hold a Wisconsin license to teach at the level of supervision.
3. 3 years of school teaching at the level of supervision.
4. a master's degree.
5. graduate courses in:
 - a) curriculum (general)
 - b) supervision (general)
 - c) educational measurement
 - d) guidance
 - e) child or adolescent psychology

NOTE: Supervisors, coordinators, and directors of instruction of both elementary and secondary schools must have completed graduate courses in elementary curriculum and supervision, if licensed to teach in secondary schools.

Supervisors, coordinators, and directors of instruction of both elementary and secondary schools must have completed graduate courses in secondary curriculum and supervision, if licensed to teach in elementary schools.

a. Special Education Supervisor (81) (82)

Special Education Supervisor-B (including coordinator and director) (82) *Wis. Adm. Code sec. PI 3.10 (3) (b) 1.*

For the 3-year license, the applicant must be at least 24 years of age and have completed an Approved Program for Special Education Supervisor and/or possess:

1. United States citizenship.
2. eligibility to hold a Wisconsin license to teach at the level of supervision.
3. 3 years of school teaching at the level of supervision.
4. a degree or certification in one area of exceptionality.
5. a master's degree.
6. graduate courses in:
 - a) supervision (general)
 - b) supervision and administration of special education programs
 - c) curriculum (general)
 - d) educational measurement
 - e) guidance
 - f) child or adolescent psychology
7. field work or internship or seminar in the supervision and administration of special education (6 semester credits) (equivalency credits may be substituted by the state superintendent upon submission of evidence of competency in this area).
8. a recommendation of competence by a recognized training institution.

Special Education Supervisor-A (including coordinator and director) (81) *Wis. Adm. Code sec. PI 3.10 (3) (b) 2.*

For the 3-year license, the applicant must have completed and/or possess:

1. the requirements for Level B certification.
2. a recommendation by the training institution that the applicant has attained a 6th year specialist's degree in special education or its equivalent of 1 year's post master's work in special education. Completion of 18 credits of post master's work in the broad areas of exceptionality shall be construed as meeting this requirement. A minimum of 12 credits of this work must be in areas other than the original area of specialization in special education.

C. School Business Manager (08) *Wis. Adm. Code sec. PI 3.10 (g)*

This classification shall apply to those who have been designated to have general responsibility for the administration of the business affairs of the district.

Certification of the School Business Manager shall be mandatory as of July 1, 1972 for the School Business Manager in any district having an average daily membership exceeding 1,500.

For the 3-year license, the applicant must have completed and/or possess any 1 of the following 3 minimum requirements:

1. Wisconsin superintendent's license or certificate with 3 years of experience as a Chief

School District Administrator in a district employing at least 16 teachers, not including administrators

or

- *2. a) a master's degree from an accredited college or university.
- b) 9 graduate semester credits in school business administration including such courses as:
 - (1) school financial accounting
 - (2) school business management
 - (3) purchasing and supply management
 - (4) school plant planning
 - (5) personnel management
- c) 9 graduate or undergraduate credits in business administration including such courses as:
 - (1) accounting
 - (2) public finance
 - (3) investments
 - (4) insurance
 - (5) public relations
 - (6) data processing
- d) 9 graduate or undergraduate semester credits in Educational Foundation areas

or

3. School Business Managers, who have been officially designated as Chief Business Manager and have served for five (5) years in Wisconsin schools in this capacity as of July 1, 1972, may apply for and receive an unlimited certificate. Also, those individuals who are certified under standards in force during the 1971-1972 school year may apply for and receive the unlimited certificate.

*Credit for equivalent courses may be approved by the state superintendent.

NOTE: After 3 years of experience as a successful School Business Manager in the Wisconsin schools, the unlimited certificate shall be granted to an applicant who has fulfilled all of the requirements.

XI. VOCATIONAL FIELDS *Wis. Adm. Code sec. PI 3.03 (7)*

A. Teachers in vocational programs. 3-year initial licenses designated *business and office-vocational* (281), *trades and industry-vocational* [including drafting (293) or power mechanics (298) or industrial woodworking (299) or building construction (299) or metal working (297) or electronics-electricity (294) or graphic arts (296)], *distributive education-vocational* (285) and *home economics-vocational* [including care and guidance of children (211) or clothing management, production, and services (212) or food management, production and services (213) or home furnishings, equipment, and services (214) or institutional and home management and supporting services (215)] may be issued.

1. Applicants must complete a 34-semester hour major in business education, industrial education, distributive education, or home economics. A course in principles, issues, or

philosophy of vocational education must be completed.

2. Certification designated *business and office-vocational* and *trades and industry-vocational* requires related occupational experience totaling 2,000 hours completed during the 10-year period preceding the application for vocational licensure.
3. Certification designated *distributive education-vocational* requires related occupational experience totaling 4,000 hours completed during the 10-year period preceding the application for vocational licensure.
4. Certification designated *home economics-vocational* requires related occupational experience totaling 2,000 hours with at least 1,000 of these hours in one of the 5 areas of concentration completed during the 10-year period preceding application for home economics-vocational licensure.
5. The required occupational experience can be met in any of the following ways:
 - a) Paid occupational experience in related occupations.
 - b) State-approved collegiate occupational internship (directed field experience) resulting in college credit.* One hour of paid occupational internship counts as three hours of occupational experience.

**NOTE: Up to two-fifths of the occupational experience may be secured by earning university graduate credits in technical subjects or in workshops, specifically related to the area of concentration, 1 semester hour counting as 95 clock hours of occupational experience and 1 clock hour of approved workshop experience counting as up to 3 clock hours of occupational experience. Workshops must have prior approval of the state superintendent.*

6. The initial license is for 3 years. At its expiration, applicants may apply for another 3-year license** or for a 5-year renewable certificate. To be eligible for the 5-year credential, the applicant must have completed:
 - a) Three years of successful teaching in a position requiring Wisconsin vocational certification for the subjects endorsed on the three-year license, and
 - b) Received 3 semester credits in technical course work, specifically related to the vocational program. (95 clock hours of occupational experience, specifically related to the area of concentration, can count as the equivalent of 1 semester credit or 1 clock hour of approved workshop experience can count as 3 clock hours of occupational experience.)

***NOTE: To renew a 3-year initial license, the 3 semester credits in technical course work or its equivalent must be completed.*

7. The 5-year certificate can be renewed by verifying completion of 5 semester credits in technical course work, specifically related to the vocational program. (Occupational experience or workshop attendance can be substituted for college credit totally or in part under the guidelines for equivalency listed in (b) above.)
8. There is no unlimited (life) certification in certification categories designated as vocational.

B. Local Vocational Education Coordinator (65) Wis. Adm. Code sec. PI 3.03 (8)

For a 3-year license, the applicant must possess evidence of vocational education and administrative competencies, credentials to include the following:

1. A baccalaureate or higher degree with a major in a vocational subject area or related area as identified by the state superintendent.
2. College-level course work in the following areas:
 - a) Issues, principles or philosophy of vocational education
 - b) Organization and administration of cooperative vocational programs
 - c) Curriculum planning and development
 - d) Supervision of instruction
 - e) Guidance with an emphasis on career development
 - f) Administration of public school districts
3. Work experience outside of teaching to include at least 2,000 hours in one or more occupational fields. Collegiate field experience resulting in college credit may be used to satisfy occupational requirements, each contact hour counting up to 3 clock hours of occupational experience. Workshops may be substituted for occupational experience as follows: 1 clock hour of approved workshop experience counts up to 3 clock hours of occupational experience. Approval by the state superintendent is required.
4. Three years of successful teaching in a vocational subject area identified as such by the state superintendent, or 2 years of secondary teaching in vocational subject areas and an additional 2 years in administration and/or guidance.
5. A 5-year license will be granted upon presentation of evidence of 3 years of successful employment as a local vocational education coordinator during the period of the 3-year license.
6. Five-year certificates may be renewed by presenting evidence of the completion of 5 semester hours of collegiate credit or 475 clock hours of appropriate occupational experience which contributes to broadening the vocational competency of the applicant may be substituted for college credit. Collegiate field experience resulting in college credit may be used to satisfy occupational requirements, each contact hour counting up to 3

clock hours of occupational experience. Workshops may be substituted for occupational experience as follows: 1 clock hour of approved workshop experience counts up to 3 clock hours of occupational experience.

Workshops must have prior approval of the state superintendent. These requirements are to be fulfilled within the immediate preceding 5-year period.

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